



EMPLOYMENT OPPORTUNITY

CITY OF FOUNTAIN VALLEY
AN EQUAL OPPORTUNITY EMPLOYER

10200 Slater Avenue, Fountain Valley, CA 92708 (714) 593-4409

DISPATCHER

SALARY:

Part-Time: \$22.06 - \$23.16 - \$24.32. This is a part-time, at will, non-benefited position.

Job Share: \$22.06 - \$23.16 - \$24.32 - \$25.54 - \$26.81. This is a part-time, job share position. In addition to the stated salary, job share employees enjoy a number of benefits on a prorated basis. The City provides the CalPERS 2.5% at 55 formula for retirement and \$503.77 contribution towards health insurance.

Full-Time: \$3,823 - \$4,014 - \$4,215 - \$4,426 - \$4,647. In addition to the stated salary, the City provides the CalPERS 2.5% at 55 formula for retirement and provides each employee with a monthly health insurance allowance of \$1,076.84 of which the unused remainder is returned to the employee. See reverse for other benefits.

Note: The current vacancy is for the job share position; however, an eligibility list for full-time and part-time will be established to fill possible future vacancies. As a condition of employment, all new employees are required to enroll and participate in the City's direct deposit program.

FINAL FILING DATE: Applications will be accepted on a continuous basis until a sufficient number have been received. This recruitment may close at any time with minimal or no notice. Applications not received by the Personnel Department by the close of the recruitment will not be considered; therefore, prompt application is encouraged.

ESSENTIAL DUTIES: Under general supervision of the Lead Dispatcher, receives and transmits incoming telephone, voice radio calls, and alarm signals; receives and processes emergency calls, including dispatching personnel and equipment to emergency scenes; receives and transmits intra-city messages; broadcasts lists of stolen automobiles and descriptions of missing and wanted persons and property; performs other duties as assigned. For a complete listing of duties, please refer to the job description available in the Personnel Department.

OTHER ESSENTIAL QUALIFICATIONS:

- Successful completion of the Public Safety Dispatchers Basic Course or completion of the P.O.S.T. Basic Dispatcher Training Equivalency Examination within the last year is required. Attach copies of applicable certifications to the application.
- One-year radio work is desirable and one year of public contact work is required.
- Graduation from high school or equivalent.
- Ability to type at 35 wpm corrected.
- Ability to work evenings, holidays, weekends, irregular and variable schedules, and work mandatory overtime with short notice.
- Knowledge of the proper operation of telephone, voice radio, and burglar alarm reception equipment.
- Knowledge of the proper operation of computers, speed dialers, Dictaphone/tape recorder, and teletype machines.
- Knowledge of the geography of the City, and location of streets and important buildings.
- Ability to think and act quickly and calmly in emergency situations, and to speak clearly and use proper diction.
- Ability to follow oral and written instructions and to carry out assignments with minimal supervision.
- Ability to maintain the security of criminal offender information.
- Ability to establish and maintain effective working relationships.

SELECTION PROCEDURE: Candidates who meet the aforementioned criteria will be invited to participate in the typing test and interview. Based on the results of these exams, an eligibility list will be established from which all vacancies will be filled.

The provisions of this bulletin do not constitute a contract, express or implied, and any provisions contained in this bulletin may be modified or revoked without notice.